



# Financial How Do I Guide

## Assignment

### Assignment

How Do I...?	Selections	Tips & Guidelines
Self assign existing case/provider	<ul style="list-style-type: none"> <li>Click Utilities &gt; Search.</li> <li>On the Search page, select the Case or Provider Organization tab as applicable.</li> <li>Enter applicable Search Criteria data/values. Click the Search button.</li> <li>Click the appropriate Case/Provider record icon.</li> <li>Click the Assignment icon.</li> <li>Click the Actions link for an existing assignment.</li> <li>Click the Create Assignment radio button. Click Continue.</li> <li>On the Create Worker Assignment page, enter the applicable data/values.</li> <li>Click the radio button for the worker receiving this assignment.</li> <li>Click the Assign button and click Close.</li> </ul>	<i>You can only assign yourself to an existing case/provider if you have appropriate security access.</i>

## Payment Generation

### Generate Automatic Payments

How Do I...?	Selections	Tips & Guidelines
Review payment information for Out of Home Placements	<ul style="list-style-type: none"> <li>On the Cases or Provider outline, click the case or provider icon.</li> <li>Click the Placement/Services icon.</li> <li>Click the applicable Out of Home Placement link.</li> <li>On the Out of Home Placement page/Service tab, review the applicable data/values.</li> <li>Click the Close button</li> </ul>	<i>The following fields contain payment related information on the Out of Home Placement page:</i> Placement Begin Date Placement End Date Service Type Current Basic Rate Child Specific Rate Administrative Fee Exceptional Amount Supplemental Points Amount  <i>Only approved placements will generate payments.</i>
Review payment information for In Home Services	<ul style="list-style-type: none"> <li>On the Cases or Provider outline, click the case or provider icon.</li> <li>Click the Placement/Services icon.</li> <li>Click the applicable In Home Service link.</li> <li>On the In Home Service page/Service tab, review the applicable data/values.</li> <li>Click the Close button</li> </ul>	<i>The following fields contain payment related information on the In Home Service page:</i> Service Begin Date Service End Date Service Type Child Specific Rate Administrative Fee Exceptional Amount Supplemental Points Amount
Review payment information for Service Types	<ul style="list-style-type: none"> <li>Click Maintain &gt; Service Types &gt; View.</li> <li>On the View Service Types page, select the Service Category and Description of the service.</li> <li>Click the Continue button.</li> </ul>	<i>The following fields contain payment related information on the Maintain Service Type and Rate page:</i> Service Group Service Category Payments group box Rate Type Rate button
Review payment settings for Home Providers	<ul style="list-style-type: none"> <li>On the Providers outline, click on the appropriate provider name link.</li> <li>On the Home Provider page/Home tab, review the applicable data/values.</li> <li>Click the Close button.</li> </ul>	<i>The following fields contain payment related information on the Home Provider page/Home tab:</i> Parent Agency



# Financial How Do I Guide

## Payment Generation

Review/update provider repayment method for Home Providers	<ul style="list-style-type: none"> <li>On the Home Provider page/Home tab, select Provider Repayment Method from the Options list. Click Go.</li> <li>On the Provider Repayment Method page, view/enter applicable data/values.</li> </ul>	
Review payment information for Private Providers	<ul style="list-style-type: none"> <li>On the Providers outline, click on the appropriate provider name link.</li> <li>On the Private Provider page/Provider tab, review the applicable data/values.</li> <li>Click the Close button.</li> </ul>	<i>The following fields contain payment related information on the Private Provider page/Provider tab:</i> HQ Tax ID# (requires SSN or FEIN) Not for Profit Agency checkbox
Review/update provider repayment method for Private Providers	<ul style="list-style-type: none"> <li>On the Private Provider page/Provider tab, select Provider Repayment Method from the Options list. Click Go.</li> <li>On the Provider Repayment Method page, view/enter applicable data/values.</li> </ul>	
Review payment rate information for Home or Private Providers	<ul style="list-style-type: none"> <li>On the Providers outline, click on the appropriate provider name link.</li> <li>On the Provider page/Services tab, select the radio button for a service in the Service Specifics group box.</li> <li>Select Service Rate or Provider Service Rate from the Options list. Click Go.</li> </ul>	<i>The following fields contain payment related information on the Provider page/Services/Options:</i> Effective Date Rate Period Rate

### Episode-Driven Pending Payments

How Do I...?	Selections	Tips & Guidelines
Update a \$0.00 pending payment	<ul style="list-style-type: none"> <li>On the Provider or Cases outline, click the appropriate provider or case icon.</li> <li>Click the Payment icon.</li> <li>Click the applicable Payment item.</li> <li>On the Payment Request page, enter a value in the Units field as appropriate.</li> <li>Select Approval from the Options list. Click Go.</li> </ul>	<p><i>The Units field is used to enter the number of days of care actually provided. The payment to the provider is generated by multiplying the days of care by the appropriate service rate.</i></p> <p><i>This transaction requires supervisor approval to be complete.</i></p>

## One - Time Payments

### One-Time Payments

How Do I...?	Selections	Tips & Guidelines
Create One-Time Payments	<ul style="list-style-type: none"> <li>Click Create &gt; Financial Work &gt; Payment Request.</li> <li>On the Payment Request page, click the Search link in the Provider Information group box.</li> <li>On the Provider Search page, enter the applicable data/values and click the Search button.</li> <li>Select the radio button for the provider. Click Continue.</li> <li>On the Payment Request page, click the Search link in the Case Participant Information group box.</li> <li>On the Person Search page, enter the applicable data/values and click the Search button.</li> <li>Select the radio button for the Case. Click Continue.</li> <li>On the Payment Request page, enter the applicable data/values.</li> <li>Select Approval from the Options list. Click Go.</li> </ul>	<p><i>Choose the Service Category and Service Type that reflects the service or goods for which the payment request is made.</i></p> <p><i>Enter the End Date when the service type spans multiple days.</i></p> <p><i>This transaction requires supervisor approval to be complete.</i></p>



**WiSACWIS Help Desk (866) 335-2180**  
helpdesk@wi.gov

**WiSACWIS Knowledge Web**

[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm)



# Financial How Do I Guide

## Overpayments

### Overpayments

How Do I...?	Selections	Tips & Guidelines
Create a manual overpayment	<ul style="list-style-type: none"> <li>Click Create &gt; Financial Work &gt; Payment Request.</li> <li>On the Payment Request page, click the Search link in the Provider Information group box.</li> <li>On the Provider Search page, enter the applicable data/values and click the Search button.</li> <li>Select the radio button for the provider. Click Continue.</li> <li>On the Payment Request page, click the Search link in the Case Participant Information group box.</li> <li>On the Person Search page, enter the applicable data/values and click the Search button.</li> <li>Select the radio button for the Case. Click Continue.</li> <li>On the Payment Request page, enter the applicable data/values.</li> <li>Select Approval from the Options list. Click Go.</li> </ul>	<p><i>The Overpayment Source Number is a cross-reference (usually the check number) for the overpayment recorded.</i></p> <p><i>Enter a negative amount (e.g., -\$30.00) in the Basic, Admin, Exceptional, Supplemental field(s) to record an overpayment.</i></p> <p><i>The date range on the overpayment should match the date range for which the overpayment is applicable.</i></p>
Create Provider Notes for recoupment agreement	<ul style="list-style-type: none"> <li>Click Create &gt; Provider Work &gt; Narrative &gt; Adoption, Correspondence or OHCUC.</li> <li>Select the appropriate Provider.</li> <li>Click the Create button.</li> <li>On the Provider Note page, enter the applicable data/values.</li> <li>Click the Save button. Click Close.</li> </ul>	<p><i>Click the Spell Check icon on the banner to spell check text on provider note.</i></p>
Establish automatic overpayment adjustments settings	<ul style="list-style-type: none"> <li>On the Providers outliner, click on the appropriate provider name link.</li> <li>On the Home Provider page/Home tab, select Provider Repayment Method from the Options list. Click Go.</li> <li>On the Provider Repayment Method page, view/enter applicable data/values.</li> </ul>	<p><i>The Repayment Method page is accessible from the Options button on the Provider tab of the Private Provider page. The page is accessible from the Options button on the Home tab of the Home Provider page.</i></p>
Create a manual overpayment adjustment	<ul style="list-style-type: none"> <li>Click Create &gt; Provider Work &gt; Payment &gt; Overpayment Adjustment.</li> <li>Select the appropriate Provider.</li> <li>Click the Create button.</li> <li>On the Provider Overpayment page, enter the applicable data/values.</li> <li>Click the Search button.</li> <li>Select the radio button for the specific overpayment in the Overpayment Information group box. Click the Adjust link for that specific overpayment.</li> <li>On the Overpayment Adjustment page, enter the applicable data/values.</li> <li>Select Approval from the Options list. Click Go.</li> </ul>	<p><i>Overpayment adjustments display under the Overpayment Adjustments icon on the Providers outliner. On the Cases outliner, overpayment adjustments display under the Payment icon.</i></p>



**WiSACWIS Help Desk (866) 335-2180**

**helpdesk@wi.gov**

**WiSACWIS Knowledge Web**

**[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm)**

**WiSACWIS Quick Reference Guides**

**[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/Helpdesk/quick\\_reference\\_guides.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/quick_reference_guides.htm)**



# Financial How Do I Guide

## Checks

### Update Check Information

How Do I...?	Selections	Tips & Guidelines
Document a manual check	<ul style="list-style-type: none"> <li>Click Create &gt; Financial Work &gt; Manual Check</li> <li>On the Manual Check page, click the Search link in the Provider Information group box to search for and select the provider.</li> <li>On the Manual Check page, click the Include checkbox to include the payment lines in the manual check.</li> <li>Enter check number and date.</li> <li>Click the Save button. Click Close.</li> </ul>	<i>The provider must have outstanding payments or pending checks in WiSACWIS to document a manual check.</i>
Review a pending check	<ul style="list-style-type: none"> <li>Click Maintain &gt; Check &gt; Pending Checks</li> <li>On the Review Pending Checks page, click the Search link in the Check Information group box to search for the provider.</li> <li>Click on the appropriate provider icon.</li> <li>Click on the Checks icon.</li> <li>Select the radio button for the appropriate Pending check and click Continue.</li> <li>On the Review Pending Check page, enter the applicable data/values.</li> <li>Click the Save button. Click Close.</li> </ul>	<p><i>To cancel or reschedule a check, it must be in a Pending status.</i></p> <p><i>The Check Status field is used to cancel or reschedule the entire pending check.</i></p> <p><i>The Payment Status field, in the Payment Lines group box, is used to cancel or reschedule individual payments.</i></p>
Cancel or reschedule a pending check	<ul style="list-style-type: none"> <li>On the Providers outline, click on the applicable provider icon.</li> <li>Click the Checks icon.</li> <li>Click on the appropriate Pending check.</li> <li>Click on the appropriate check line.</li> <li>On the Review Pending Check page, enter the applicable data/values.</li> <li>Click the Save button. Click Close.</li> </ul>	<p><i>To cancel or reschedule a check, it must be in a Pending status.</i></p> <p><i>The Check Status field is used to cancel or reschedule the entire pending check.</i></p> <p><i>The Payment Status field, in the Payment Lines group box, is used to cancel or reschedule individual payments.</i></p> <p><i>If you are not assigned to the provider, please see steps for Review a Pending Check.</i></p>
Record a check number	<ul style="list-style-type: none"> <li>Click Maintain &gt; Check &gt; Check Number Recording.</li> <li>Enter the applicable data/values and click the Search button.</li> <li>On the Check Number Recording page, enter the applicable data/values.</li> <li>Click the Save button. Click Close.</li> </ul>	<i>Once the check number and check date are entered, the check status is updated from 'In Process' to 'Outstanding'.</i>
Record a stop payment for an outstanding check	<ul style="list-style-type: none"> <li>Click Maintain &gt; Check &gt; Check Disposition</li> <li>On the Check Disposition page, click the Search link in the Check Information group box to search for the provider.</li> <li>Click on the appropriate provider icon.</li> <li>Click on the Checks icon.</li> <li>Select the radio button for the appropriate check and click Continue.</li> <li>On the Check Disposition page, enter the New Disposition value.</li> <li>Click the Save button. Click Close.</li> </ul>	<p><i>The Details... button is used to review payment and payment adjustments.</i></p> <p><i>The Reschedule Date and Cleared/Expired Date fields are enabled based the selection from the New Disposition list.</i></p> <p><i>The Status is changed from 'Outstanding' to 'Stop Payment'.</i></p>



**WiSACWIS Help Desk (866) 335-2180**





# Financial How Do I Guide

## Eligibility

### Title IV-E Eligibility

How Do I...?	Selections	Tips & Guidelines
Refer case to eligibility specialist	<ul style="list-style-type: none"> <li>On the Cases outline, click the appropriate Case icon.</li> <li>Click the Eligibility icon and click the appropriate Title IV-E Eligibility Determination.</li> <li>On the Eligibility page/Basic tab, enter the applicable data/values.</li> <li>Select SEU Regional Manager for IV-E from the Options list and click Go.</li> </ul>	<i>The system generates the Title IV-E Eligibility Determination record from an approved Out of Home Placement.</i>
Document Title IV-E Initial Eligibility	<ul style="list-style-type: none"> <li>On the Cases outline, click on the appropriate case icon.</li> <li>Click the Eligibility icon.</li> <li>Click the Title IV-E Eligibility Determination link.</li> <li>On the Eligibility page/Initial Determination tab, enter applicable data/values.</li> <li>Select Complete Determination from the Options list.</li> <li>Click Go.</li> <li>Click the Save button. Click Close.</li> </ul>	<p><i>Select the Options button &gt; Elig. Change to view records that may affect the child's eligibility.</i></p> <p><i>The eligibility status may only be altered by creating an eligibility redetermination.</i></p>
Complete Title IV-E Eligibility Redeterminations	<ul style="list-style-type: none"> <li>On the Cases outline, click on the appropriate case icon.</li> <li>Click the Eligibility icon.</li> <li>Click the Title IV-E Eligibility Determination link.</li> <li>On the Eligibility page/Redeterminations tab, enter applicable data/values.</li> <li>Select Complete Redetermination from the Options list.</li> <li>Click Go.</li> <li>Click the Save button. Click Close.</li> </ul>	<i>A Title IV-E Eligibility Redetermination is completed one year after the initial placement and initial eligibility determination.</i>

### Medicaid Eligibility

How Do I...?	Selections	Tips & Guidelines
Create Medicaid Certification	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Eligibility &gt; Medicaid Eligibility.</li> <li>Click the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>On the Medicaid Eligibility Determination page, click the Insert button.</li> <li>On the Medicaid Certification page, enter the applicable data/values.</li> <li>Click the Save button. Click Close.</li> <li>On the Medicaid Eligibility Determination page, click Close.</li> </ul>	<p><i>Be sure that the State Approval Status is set to 'Approved' before selecting the Save button.</i></p> <p><i>After the MMIS Interface, the status for Medicaid Eligibility Determination is 'Sent to MMIS'. MMIS produces the Medicaid cards.</i></p>
Complete Medicaid Certification	<ul style="list-style-type: none"> <li>On the Cases outline, click on the appropriate case icon.</li> <li>Click the Eligibility icon.</li> <li>Click the Medicaid Eligibility Determination link for the applicable case participant.</li> <li>On the Medicaid Eligibility Determination page, click the Edit link for the applicable certification action line.</li> <li>On the Medicaid Certification page, enter the applicable data/values.</li> <li>Click the Close button.</li> </ul>	<p><i>After the MMIS Interface, the status for Medicaid Eligibility Determination is 'Sent to MMIS'. MMIS produces the Medicaid cards.</i></p> <p><i>You can cancel or alter Medicaid Certifications through creating an Amended (3), Cancel (4) or ID# Number (5) Certification.</i></p>



# Financial How Do I Guide

## Trust Accounts

### Trust Accounts

How Do I...?	Selections	Tips & Guidelines
Create bank account record	<ul style="list-style-type: none"> <li>Click Maintain &gt; Bank.</li> <li>On the Select bank pop-up page, select the appropriate bank and click Continue.</li> <li>On the Bank page, enter applicable data/values.</li> <li>Select Interest from the Options list and click Go.</li> <li>On the Interest page, enter applicable data/values then click the Save button and Close.</li> <li>On the Bank page, select Check Update from the Options list. Click Go.</li> <li>On the Check Update page, enter applicable data/values. Click the Save button and Close.</li> <li>On the Bank page, click Close.</li> </ul>	Two separate bank accounts can be created to record and track trust account information.
View trust account limits	<ul style="list-style-type: none"> <li>Click Maintain &gt; Maximum Balance.</li> <li>Click the Close button.</li> </ul>	The State maximum balance is set to \$1,500. Do not alter this value.
Create trust accounts	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Eligibility.</li> <li>Click the appropriate trust account, case, and case participant.</li> <li>Click the Create button.</li> <li>On the Trust Account page/Benefit Record tab, enter the applicable data/values.</li> <li>Click the Save button and click Close.</li> </ul>	Multiple benefit records can be created by selecting Insert and completing the Maintain Benefit Record page.
Maintain trust account transaction history	<ul style="list-style-type: none"> <li>On the Cases outline, click on the appropriate case icon.</li> <li>Click the Eligibility icon.</li> <li>Click the applicable Trust Account link for the case participant.</li> <li>On the Trust Account page/Ledger tab, enter the applicable data/values.</li> <li>Click the Save button and click Close.</li> </ul>	Trust Account draw down entries are automatically generated by batch programs, against outstanding payments.
Close a trust account	<ul style="list-style-type: none"> <li>On the Cases outline, click on the appropriate case icon.</li> <li>Click the Eligibility icon.</li> <li>Click the applicable Trust Account link for the case participant.</li> <li>On the Trust Account page/Ledger tab, click the 'Close Accnt' button and enter the applicable data/values.</li> <li>Click the Continue button.</li> <li>Click the Save button and click Close.</li> </ul>	<p>To close a trust account, the Current Balance and Outstanding Cost of Care e must be zero.</p> <p>To zero the current balance, enter a manual withdrawal.</p>
Review payment reimbursement history	<ul style="list-style-type: none"> <li>Click Maintain &gt; Financial Download &gt; Payments.</li> <li>On the Payment Download page, enter the applicable data/values.</li> <li>Click the Search button.</li> <li>On the Payment Download page, click the History link for the applicable payment line to see the Payment Reimbursement History page.</li> <li>Click the Close button.</li> </ul>	The data on the Payment Download page can be printed. This page also may be exported to a Microsoft Excel spreadsheet by selecting Export Payment List from the Options list and clicking Go.
Record Non-eWiSACWIS Benefits	<ul style="list-style-type: none"> <li>Click Maintain &gt; Non-WiSACWIS Benefits</li> <li>On the Non-WiSACWIS Benefits View page, click Insert to add a new record.</li> <li>On the Non-WiSACWIS Benefits page, enter the applicable data/values.</li> <li>Click the Save button and click Close.</li> </ul>	The Non-eWiSACWIS Benefits functionality is used to record refunds received by the County for children who have zero cost of care in eWiSACWIS.